

**Non-Senate Faculty Professional Development Fund
UCSC Guidelines
Updated February 2019**

Each year UCSC offers Non-Senate Faculty (NSF) grants from a professional development fund (PDF) for the purpose of advancing the pedagogy of NSF at the campus. The grant program is overseen and managed by a PDF Council of UCSC NSF. The PDF Council reviews and makes recommendations on the grant awards; final approval and disbursement is managed by the university administration.

We offer two grant opportunities: **small grants** (requests for less than \$750.00, approved on an as-received basis) and **large grants** (requests for \$750.00 or more, considered in the committee's grant review meeting in April). Small grants are approved throughout the academic year; large grant applications are approved on an annual funding cycle that is announced yearly.

Small grants (applications for less than \$750.00):

Our small grant program usually funds small projects, training, conference participation and attendance, and special equipment purchases, but can include requests for a variety of curriculum or teaching-related professional development activities. Small grant requests can be made any time within the academic year.

Large grants: (applications for \$750.00 or more):

Large grants fund projects similar to small grants, but in addition they typically fund conference attendance, training, curriculum development and initiatives, and other projects. Large grant applications must be submitted by a deadline(s) announced in the annual call(s) for proposals each year.

Although many of our grants are for summer activities and initiatives, **there is no separate summer grant program.** NSF seeking grants for summer projects must submit their applications for a small or large grant program during the regular academic year.

Please note that the PDF has limited funds; the PDF Council may recommend partial funding for some proposals (in an attempt to distribute our limited funds equitably).

All grant requests need to adhere to the guidelines below pertaining to application, qualifications and restrictions. If applicants have any questions about the application process or grant policies, please contact the PDF Council chair Derede Arthur, dlarthur@ucsc.edu or 831/261-4641.

Rules and Guidelines for NSF Professional Development Grant Applicants

Please read all the following qualifications, eligibility and restrictions. Applications which do not meet the requirements will be returned to the applicant without being considered.

Qualifications, Eligibility, and Restrictions:

- Applications must be fully completed to be considered for recommendation.
- Applications can be retroactive or for future activities as follows:

- Grant applications can be submitted for **retroactive funding** for expenses incurred from July 1 of the current academic year. (Be sure all required University documentation is available! – see below).
- Grant applications can be submitted for **future funding** in the current and subsequent academic year of the application, but expenses must be incurred within 12 months from the date on which the grant is awarded.
- *Eligibility:* To receive a grant, you must have an appointment for the quarter in which the award is to be used. If you are pre-six and the funding will be used in a quarter subsequent to the end date of your current appointment, please include written or email confirmation from your dean that you will be re-appointed for the term in which the funding will be used or a following term. The confirmation should accompany the grant application; if the confirmation is delayed, we will accept and review your application, but final approval will be deferred until we receive confirmation of the future appointment/reappointment. [NSF with continuing (“post-six”) status need not submit an appointment confirmation.]
- This program’s funds are not available for “course support” because regular course-related funding should be covered by colleges and departments.
- Any proposal for the purchase of equipment must be supported by a statement from the NSF’s department chair or college provost, stating that the item is not available from the department or college. Equipment remains the property of the university and will be added to departmental inventory.
- The PDF will not fund any book project or aspect thereof.
- Professional Development Funding in any amount is awarded for specific, approved purposes. If an applicant wishes to use the money awarded for a different purpose, re-application is required. In this situation the applicant must notify the PDF Council Chair and the divisional business office that the original grant monies will not be spent, so that the money can revert to the PDF.
- Grant recipients wishing to make budgetary adjustments within an approved grant should seek authorization from their divisional business office.
- In the event that grant-related costs have increased over original estimates, the grant recipient should send a request for such an adjustment, with documentation, to the PDF Council chair, who will recommend a funding adjustment. This recommendation needs approval from the university administration before additional funds can be spent or reimbursed.
- As noted above, the PDF Council may recommend partial funding for proposals.
- The PDF Council reserves the right to seek clarification of any issue arising from an applicant’s proposal. Additional information about reimbursement may also be requested from university administration.
- Applicants must agree to the [Statement of Understanding](#) which is on the Application form.

Applications:

Prospective applicants for large or small grants can access the PDF grant application online at <https://apo.ucsc.edu> or www.ucsc.ucaft.org. Please submit your application and supporting materials online to dlarthur@ucsc.edu, labeling files with your own name in the following format FirstinitialLastnameSmallgrantApp, FirstinitialLastnameEmploymentStatus, FirstinitialLastnameBudget, etc. (e.g. MJonesSmallgrantApp.docx, MJonesBudget.pdf, MJonesReceipts, etc.). The Committee will only consider completed applications.

Grant requests must be signed by both the applicant and his/her college or department chair. Electronic signatures may be 1) a jpg or jpeg signature; 2) an ink signature on a document that is submitted as a pdf via email or in hard copy; or 3) a one-line email from the department chair that contains the applicant's name and confirms that the NSF is in good standing and that the NSF's Statement of Pedagogical relevance is supported. Signatures may be submitted as an insert or scan with the application files, or submitted in hard copy to the NSF PDF chair (Derede Arthur) in Crown Faculty Services.

Budget and budget tabulation guidelines:

All applications must be accompanied by a detailed expense budget that includes, for example, specific rate quotes for airfare, lodging, registration fees, etc. Calculate driving mileage reimbursements from the mileage reimbursement rates for the time of travel (which can be found at https://financial.ucsc.edu/pages/travel_main.aspx). Please note that airfare and travel are to be budgeted for the time of the activities; if an NSF chooses to spend additional time for personal reasons before or after a funded activity, extra travel costs cannot be reimbursed (travel quotes should be obtained just for travel pertaining to the activities, even if a different travel schedule is actually purchased). As per UC travel guidelines, we do not reimburse meals. We do not reimburse with per diems except in special cases in which travel costs cannot be accounted for.

Here is a sample budget:

Attendance at the Modern Language Association Meeting, Chicago Illinois,
December 26-29, 2017

| | |
|--|-----------------|
| Round trip auto to San Jose Airport: 60 miles @ \$0.58 | \$34.80 |
| Parking at San Jose Airport: 4 days @ \$8.00 | \$32.00 |
| Hotel Northwestern, Chicago: 4 nights @ \$75.00 | \$300.00 |
| Air travel round trip to Chicago..... | \$325.00 |
| Attendance fee for MLA..... | <u>\$100.00</u> |
| Total | \$791.80 |

Required budget details:

Airline Travel: Indicate the estimated price for the ticket as well as the date of the estimate. If you plan to do any personal travel before or after the dates of the grant activities involving airline flight, please indicate any differences in the estimated airline ticket price of the travel. The university will not pay any travel costs that exceed those needed for the grant period.

Other Travel: This includes bikes, rental cars, ferries, etc. required for your grant activities. Indicate the destinations and the date in all estimates. Personal auto mileage is to be calculated at the university's approved per mile reimbursement rate for that time period (can be found at https://financial.ucsc.edu/Pages/Travel_Process.aspx).

Attendance/Entrance Fees: Indicate costs and fees charged by conferences, workshops, etc. Specifically name the event, location, and dates.

Professional Supplies: Indicate the costs associated with the purchase of items for this project such as software, tools, instruments, supplies, materials, equipment, books, scores, CDs. Attach cost confirmations wherever possible.

Accommodations: Indicate the costs associated with stays in hotels, hostels, dorm facilities, etc.

Miscellaneous: Indicate any other expenses associated with your project that are not covered by the above categories (payment for food is not allowed).

Retroactive funding requests must attach copies of all appropriate receipts (retain your originals for the time being). Reimbursement for travel must be accompanied by receipts and a post-travel form.

Award Notification

After reviewing applications, the PDF Council and the PDF Chair recommend grants for approval by the university. The university administration makes the final decisions and notifies grant recipients of their awards.

- Small grant applications are reviewed by the PDF Council Chair and recommended to the university administration for approval. After the chair's recommendation has been received by the administration, the university typically notifies the applicant of the final decision within two to three weeks.
- Large grant applications are reviewed and recommended by the PDF Council usually within two weeks after deadline(s) announced in the annual call(s). Recommendations are forwarded to the university administration for review and approval; the university typically notifies the applicant of the final decision within two to three weeks after receiving the recommendations from the PDF Council.

Please note that recommendation for approval of a grant request by the PDF Chair and the PDF Council is not a guarantee of funding unless funds are

- approved by the university administration;
- spent according to the applicant's approved budget;
- spent according to university guidelines; and
- requested using the university's procedures for purchasing, expenditures and reimbursements.

Reimbursement and Purchases with Approved PDF funds

Once you receive notification of your award, contact your divisional business office about the reimbursement process, forms to be completed, policies to be followed, etc. Be ready to send in your receipts, which the division office requires to reimburse you. Keep copies of everything you submit, especially receipts.

As with many small grant programs from public institutions, funds for this program are almost all paid out as reimbursements (in rare cases, purchases can be invoiced). Reimbursement requests must be reviewed and approved by university financial personnel (again originating first in a divisional business office). Although every effort is made to process reimbursement requests as quickly as possible, this process necessarily results in NSF paying granted expenses out-of-pocket and then waiting for reimbursement for some time, which is usually (but not always) two to six weeks after reimbursement requests are submitted.

Expenses and reimbursements are subject to university policy. The university's purchasing, reimbursement and travel policies are numerous, complex, and change periodically. Although the

PDF policies above must be adhered to, these are not the entirety of university policies. Some of these policies can be found at the following links:

https://financial.ucsc.edu/Pages/Payments_Contacts.aspx

<https://financial.ucsc.edu/Pages/TrainingEntertainment.aspx>

Travel process and reimbursement link:

https://financial.ucsc.edu/Pages/Travel_Process.aspx

All expense and reimbursement requests require forms that vary depending on the nature of an expense. Travel expenses in particular require a **post-travel form** (available at https://financial.ucsc.edu/Financial_Affairs_Forms/Post_Travel_Expense.pdf). If in doubt about which forms to complete, ask your divisional business office or staff in the FAST office.

As of 2015, university policy requires that request for travel reimbursement occur within 45 days of that travel or within 45 days of receiving grant approval for such travel. **Thus, all employees must be careful to keep travel receipts and records and submit reimbursement requests QUICKLY within this time period to get reimbursed.**

NSF whose grants involve travel are strongly encouraged to contact their divisional business office prior to booking their travel, and/or with travel personnel in the FAST office, to make sure they are in compliance with travel guidelines and policy.

Strongly Encouraged Follow-ups

After the award and project completion, The PDF Council strongly encourages all grant recipients to write a short report of how they spent their funding for the enlightenment of first-time applicants. The Council also hopes that PDF grant recipients will consider representing their division on the Council in the future.

Further Information

This year's Professional Development Fund (PDF) Council Chair is **Derede Arthur**. Contact Derede with any questions or needs you may have regarding this grant program at dlarthur@ucsc.edu or (831) 261-4641.